

**HOUSING AUTHORITY OF MERRILL WISCONSIN  
SECTION 8 HOUSING  
PARK PLACE & JENNY TOWERS  
BOARD OF COMMISSIONERS  
MEETING MINUTES**

**Regular Meeting @ 7:30am**

**September 19, 2023**

**Main Office 701 E 1<sup>st</sup> Street**

1. Call to Order: Chair Jeremy Cordova called the meeting to order at 7:31am.
2. Roll Call: Chair Jeremy Cordova, Vice Chair Andrew Polzin, Nancy Kwiesielewicz , Nicole Johnson, Ex-Officio Dick Lupton, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, , Recording Secretary Jamie Schmeltzer  
  
Absent: Jeff Schneider, Park Place Tenant Advisor Randy Ellis, and Jenny Tower Tenant Advisor Jan Frederickson
3. Public Comment: None
4. Tenant Advisor Updates:
  - a. Jenny Towers: None
  - b. Park Place & Westgate LLC: None
5. Approval of Meeting Minutes: Motion to approve August minutes (Kwiesielewicz/Polzin) 4 Ayes/0 Nays motion carried.
6. Approval of Financials: Executive Director Ross briefed by exception. Motion to approve bank register and cash position report. (Johnson/Kwiesielewicz) 4 Ayes/0 Nays motion carried.
7. Old/Unfinished Business: None
8. New Business: Update on Sale of Bluejay Houses
  - a. Closed on sale of 122 S Prospect St Lot on September 7, 2023.
  - b. Closing on 1102 Van Buren St is slated for October 6, 2023.
  - c. Listing of 909 Grand Avenue will take place once Assistant Director Winningham finishes up on a few items.
9. Assistant Director Update:
  - a. Jenny Towers: New Heating and Cooling unit was installed with the addition of vents in the salon seeing the old one was from the early 2000's.
  - b. Bluejay #1 (Van Buren): Garage and exterior work has been completed and ready for the appraisal to be performed.
  - c. Bluejay #4 (Mill St): Work continues on the exterior with pouring the piers to proceed with the construction of the deck.
  - d. Bluejay #5 (1<sup>st</sup> Duplex): Interior work continues when time permits.

- e. Bluejay #6 (2<sup>nd</sup> Duplex): Foundation slab was poured with the plan that the garage and entrance concrete to be poured within the next week. Upon completion of the concrete work, the students will begin with framing. Met with the students yesterday, there are 14 in the class this year and 6 returning from the prior year.
  - f. WHEDA MOR/Inspection: The unit inspection went well with the inspector being very impressed with the condition of the units.
  - g. Maintenance Staff: Due to the lack of applicants for the open Building Operations position, the next option is to look into an outside janitorial service.
  - h. General Maintenance: Continue to complete service requests with approximately 10 open requests for Jenny Towers, Woodbine & Homes and approximately 16 at Park Place, Stonebridge, and Westgate.
10. Executive Director Update:
- a. Occupancy Update:
    - Park Place & Westgate LLC 96% Occupancy (4 vacant units)
    - Jenny Towers 96% Occupancy (4 vacant units)
  - b. The appraisal of the 1102 Van Buren property took place on Monday, September 18, 2023 and everything looked good.
  - c. LLC WHEDA MOR (Management and Occupancy Reviews) Audit: The file review and inspection of 20 units was completed on September 12<sup>th</sup> & 13<sup>th</sup> and received a passing score. During the review it was discovered that set-aside % when set up by Horizon, were incorrectly done. The correct configuration should be 5 Market Rate units, 6 – 50% units and 91 – 60% units. This error has been preventing the Housing Authority from being able to place applicants. And changes will be made in Realpage when the annual recertification paperwork is entered and finalized.
  - d. Lincoln County Health Department: sent an email to notify management that there are 4 confirmed cases at Jenny Towers which is a result from a bus trip taken last week. The health department was reminded that these properties are independent living and can only suggest or recommend isolation protocols.
  - e. Tenant Residents: The last meeting for Randy Ellis and Jan Frederickson will be on October 17, 2023 which completes their 2-year term.
11. Next Monthly Meeting: Tuesday, November 21, 2023 at 7:30am (701 E 1<sup>st</sup> St Main Office)
12. Adjournment: Meeting adjourned at 8:10am (Kwiesielewicz/Polzin). Roll call 4 Ayes/0 Nays